



# EXECUTIVE SECRETARY I

## SPOT PROMOTIONAL EXAMINATION FOR CALIFORNIA HIGHWAY PATROL EMPLOYEES

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SPOT FOR	<p>Solano County – Indicate this location on your application. The California Highway Patrol has opened testing to establish an employment list for Solano County.</p> <p>A position exists in Solano County.</p>
FINAL FILING DATE	<p><b>November 19, 2010</b></p> <p>Applications (STD. 678, Rev. 6-10) must be <b>POSTMARKED</b> no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:</p> <p>California Highway Patrol Selection Standards and Examinations Unit P. O. Box 942898 Sacramento, CA 94298-0001</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box in item number 2 of the application. You will be contacted to make specific arrangements.</p> <p><b>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</b></p>
QUALIFICATIONS APPRAISAL INTERVIEW	<p>It is anticipated that interviews will be held during December 2010.</p>
SALARY RANGE	<p>\$3020 - \$3672</p>
WHO SHOULD APPLY	<ol style="list-style-type: none"><li>Applicants must have a permanent civil service appointment with the California Highway Patrol as of the final filing date, in order to participate in this examination; or</li><li>Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or</li><li>Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or</li><li>Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.</li></ol>
COMPETITION LIMITED TO STATE EMPLOYEES	<p>Applicants must have a permanent civil service appointment with the California Highway Patrol as of the final filing date in order to take this examination.</p>
ELIGIBLE LIST INFORMATION	<p>A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><b>NOTE: All applicants must meet the experience and/or education requirements for this examination by the final filing date.</b></p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p><b>Either I</b></p> <p>In the California state service, one year of experience performing secretarial duties at a level of responsibility not less than that of Secretary.</p> <p><b>Or II</b></p> <p>Three years of experience in clerical work at least one year of which shall have been in a responsible secretarial position performing a variety of difficult secretarial work. (Experience in California state service applied toward the special one-year requirement must be in a classification with a level of responsibility not less than that of Office Technician.) [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]</p> <p>A demonstrated interest in assuming increasing responsibility; mature judgment; loyalty; poise; tact; and discretion.</p>
SPECIAL PERSONAL CHARACTERISTICS	

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ADDITIONAL DESIRABLE QUALIFICATIONS	Education equivalent to completion of the twelfth grade; ability to take dictation at 110 words per minute.
THE POSITION	The Executive Secretary I, under direction of the administrator of a major subdivision of a large state agency or a comparable level executive, performs difficult and responsible secretarial work; relieves the administrator of a variety of administrative and office details.
EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. <b>Competitors who do not appear for the interview will be disqualified.</b>

Qualifications Appraisal Interview Only-Weighted 100%

- Scope:**  
In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:
- A. Knowledge of:
    - Modern office methods, supplies, equipment and procedures with particular reference to the work involved in the office of an administrative official.
    - Business English and correspondence.
  - B. Ability to:
    - Type at a speed of 45 words per minute.
    - Read and write English at a level required for successful job performance.
    - Direct the work of other support staff.
    - Perform difficult clerical work.
    - Keep difficult records.
    - Make briefs of reports and correspondence and compose letters or reports independently or from instructions, utilizing a wide knowledge of vocabulary, grammar, and spelling.
    - Perform minor administrative assignments independently.
    - Handle with courtesy and tact a wide variety of public contacts both on the telephone and in person.
    - Communicate effectively.
    - Understand and carry out directions following a minimum of explanation.
    - Analyze situations accurately and take effective action.

VETERANS PREFERENCE                      Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the competitor’s responsibility to contact the California Highway Patrol, Examinations Services, at (916) 843-3820, three weeks after the final filing date if he/she has not received a progress notice.

If a competitor’s notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications (STD. 678, Rev. 6-10) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB Website at [www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Interview Location(s):** It is anticipated that interviews will be scheduled in Sacramento.

Competition is limited to those who meet one of the criteria listed above under “Who Should Apply” and “Requirements for Admittance to the Examination.” Under certain circumstances others may be allowed to compete under the provisions of SPB Rule 234, 235, and 235.2. SPB Rules 233, 234, 235, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or the SPB.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the California High School Proficiency Test; 2) passing the General Education Development (GED) Test; 3) completion of 12 semester units of college-level work; 4) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 5) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, 1-800-735-2922.